

**Topsfield Finance Committee
Minutes to the Meetings
October 19, 2009**

I. **Call to Order:** Mark Lyons called the meeting to order at 7:02 p.m. with Heidi Bond, Kathy Hartmann, Stephen Lais, Holger Luther and Mark Lyons present. Elementary School Committee Member Jeanine Cunniff, joined the meeting at 7:10 p.m.

II. **Minutes:** A motion was made by Holger Luther to accept the 09/14/09 minutes as drafted, seconded by Steve Lais, voted in favor 5-0.

III. **Masconomet Recertification:** Mark Lyons advised the Committee that Masconomet had “tabled” the request for the 3 towns to fund the recertified Masconomet Regional High School FY 2010 budget.

IV. **Conflict of Interest Law Training:** Mark Lyons advised committee members that the mandatory online Conflict of Interest Training needs to be completed by December 28, 2009. He requested that each member submit the required form and certificate of completion to the Town Clerk.

V. **Website Training:** Mark Lyons advise the Committee that both he and Erica Clay will attend the website training on behalf of the Committee.

VI. **Town Reserve and Capital Policies Report:** Discussions deferred until next meeting

VII. **Schedule All Town Budget Meeting:** The Committee discussed requesting an early December meeting date.

VIII. **Upcoming Meeting Schedule:** The members discussed meeting on November 2, 2009 and November 16, 2009 to finalize budget guidelines for the FY 2011 Budget.

IX. **Tri-Town Reorganization Meeting:** It was discussed that Kathy Hartmann and Stephen Lais attend the October 29, 2009 meeting.

X. **Police Department Update:** Heidi Bond advised the Committee that another officer is out with an injury which will likely result in budget implications. The Police Chief will keep the Committee up to date throughout the budget year.

XI. **Preliminary FY 2011 Budget Guidelines:** The Committee discussed areas of consideration for the upcoming budget season. Topics included: (1) having one budget submitted by each department, (2) having a separate Salary/Wage and

Other guideline, (3) handling leases on a case by case basis, (4) addressing fuel/utility costs, (5) considering the Library accreditation minimum, and (6) the Schedule A Narrative addressing essential services and associated funding dollars.

XII. **Adjourn:** A motion was made by Stephen Lais to adjourn at 8:05 p.m., seconded by Holger Luther, voted in favor 5-0.

Respectfully submitted,

Heidi L. Bond